

Short Overview – Grantee Procurement Guidelines

This document provides a short overview of guidelines to be followed by Project Sponsors for purchases made with grant funding from the Department of Conservation and Recreation. See the Appendix for a more in-depth version of the Grantee Procurement Guidelines. The Virginia General Assembly sets forth the requirements for purchases made with public funds in the *Virginia Public Procurement Act [VPPA], Title 2.2, Chapter 43 of the Code of Virginia*.

Any public body whose governing body has adopted alternative procurement policies to meet the VPPA requirements may follow their own established guidelines, assuming they provide for the provisions identified in the VPPA. The VPPA identifies the following requirements:

- **Small purchase procurements** from \$30,000 - \$50,000 for goods and services, other than professional services, require the written solicitation of a minimum of four bidders. [For small purchases procurements from \$5,000 to \$30,000, DCR recommends solicitation of a minimum of four bids.]
- **Competitive sealed bidding** or **competitive negotiation** is required for purchases estimated to be over \$50,000; and may be used for lesser amounts.
- Upon a determination in writing that there is only **one source** practicably available for services to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiations. [Requires DCR approval.]
- Professional services above \$30,000 must be procured by **competitive negotiation**.

Sole Source - The use of **sole source** procurement must be limited to instance where it can be demonstrated that only one source is practicably available. The Project Sponsor must provide a written request to the DCR Project Manager, documenting the determination that there is only one source practicably available. This approval request must explain the following four points:

- 1) Why is this the only product or service that can meet the needs of the Project Sponsor?
- 2) Why is this vendor the only practicably available source to obtain this product or service?
- 3) Why is the price considered reasonable?
- 4) Describe the efforts that were made to get the best possible price?

Professional Services – Professional services are typically provided by an Architectural / Engineering Firm (A/E) for capital outlay projects and for building planning, construction and renovation projects. Land surveyors, geotechnical engineers, soils engineers, or any service requiring the use of a licensed architect, engineer, or surveyor are by state law considered to be and shall be procured as Professional Services.